



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Senior Maintenance Worker</b>
<b>Class Code Number</b>	<b>5150</b>

### General Statement of Duties

Performs the full range of semi-skilled construction, maintenance, and repair of City infrastructures in one or more of the following Public Works Divisions: Streets, Water Distribution, Sewer, and Parks; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform the full range of semi-skilled construction, maintenance, and repair of City infrastructures to ensure safe and efficient facilities and services to City residents. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Maintenance Worker II by the performance of lead worker duties over an assigned work crew. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in various outdoor environments with exposure to a variety of terrains and weather conditions.

### Examples of Essential Work (Illustrative Only)

If assigned to the Parks Division:

- Performs a variety of skilled gardening work in propagating, cultivating, and maintaining lawns, plants, shrubs, and landscaped grounds and gardens in parks and municipal landscaped areas;

- Performs a variety of skilled landscape construction duties, including planting, pruning, and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, and trimming, planting, fertilizing, and pruning shrubs;
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic and other related facilities and properties;
- Stores and cares for plants, shrubs, and street trees in nursery area for all City facilities;
- Performs fertilizer, herbicide, and insecticide applications as necessary; including calculating proper amounts of pesticides, spraying parks and trails, and completing necessary paperwork as required;
- Maintains the storage and usage of fertilizers, herbicides, insecticides, and other chemicals and garden supplies;
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks and related facilities;
- Installs, inspects and maintains park equipment and grounds to ensure safe operating conditions for the general public, including making repairs as necessary;
- Maintains parks in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms as necessary;
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas as required;
- Maintains the interior and exterior of park facilities, including making repairs as necessary;
- Installs and repairs irrigation equipment, including installing irrigation pipes, testing systems, and making repairs as necessary;

If assigned to the Streets Division:

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities;
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, repairing, and reconstructing streets;
- Provides installation, maintenance, and repair of traffic signs, including installing sign posts and signs;
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing patrol tide areas, and opening and closing tide valves along assigned routes;
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary;
- Maintains City alleys to ensure safe and efficient access for the public;
- Installs street barricades and cones to ensure safe conditions for the public and City workers;

If assigned to the Water Division:

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system;
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary;
- Repairs transmission and distribution water mains, including installing parts as necessary;
- Installs and replaces water and fire services and hydrants, including installing parts, fittings, and setting up and maintaining traffic control to ensure safe traveling conditions for the public;

- Maintains and repairs fire hydrants, including performing scheduled maintenance and making any repairs as necessary;
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters as required;
- Reads commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner;
- Repairs or replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor as required;

If assigned to the Sewer Division:

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the City's sewer infrastructure system;
- Maintains sewer lines and pump stations to ensure continuous flow of City wastes;
- Cleans sanitary sewer lines in the collection system by means of hydro cleaning and rodding as necessary;
- Provides installation, maintenance, and repair of sewer mains and laterals;
- Installs and maintains sewer manholes, and makes minor repairs as directed;
- Inspects sewer lines, pump stations, and manholes to ensure compliance with established codes;
- Maintains the City's sewer collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken sewer mains and parts, and hydro cleaning to ensure clean and open distribution;
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary;
- Installs new sewer laterals and mains, including hooking up laterals for new home construction;
- Responds to after hours emergencies, including power outages, spills, and line obstructions;
- Responds to requests for assistance from the public in a timely and courteous manner, including responding to after hours emergencies such as power outages, spills, and line obstructions;

For all functional areas of assignment:

- Serves as a lead worker on an assigned maintenance crew, including instructing and directing the work of assigned personnel;
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Maintains light, medium, and heavy duty equipment and trucks appropriate to the functional area of assignment;
- Operates a variety of hand and power tools and equipment related to work assignment as instructed;
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the work day;
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and City workers;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of basic principles and practices of construction, maintenance, and repair of City infrastructures;
- Thorough knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Thorough knowledge of basic safety principles and practices of maintenance and repair activities;
- Thorough knowledge of related Federal, State, and local ordinances and regulations related to operation, construction, and maintenance work in the specified area of assignment;
- Thorough knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment;
- Thorough knowledge of the operational characteristics of mechanical equipment and tools used in the assigned area of responsibility;
- Substantial knowledge of the principles of supervision and training of others;
- Ability to effectively provide lead direction and supervision to assigned personnel;
- Ability to efficiently operate related light, medium, and heavy duty equipment, hand and power tools, and other equipment related to functional area of assignment;
- Ability to establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School or GED; and
- Some (at least 3 years) experience as a Maintenance Worker II.

<b>Required Special Qualifications</b>
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- Valid Class A Commercial California State Driver's License (except in the Parks Division);
- Valid Class B Commercial California State Driver's License (Parks Division only); and
- Certification(s) specific to functional area of assignment may be required.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to efficiently operate related tools and equipment in the maintenance and repair of City infrastructures;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to efficiently operate related City equipment and hand tools as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of City parks, facilities, streets, and other locations in a variety of terrains and weather conditions.